



## Peace Corps – NEPAL

### VACANCY ANNOUNCEMENT

(Announcement Number: 15-007)

**OPEN TO:** All Interested Candidates  
**POSITION:** Administrative Assistant for Travel and Human Resources,  
Personal Services Contractor

**OPENING DATE:** July 23, 2015

**CLOSING DATE:** August 5, 2015

**WORK HOURS:** Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. (see [www.peacecorps.gov](http://www.peacecorps.gov) for additional information)

Peace Corps Nepal places American Volunteers in two-year assignments in rural villages across the country.

The United States Peace Corps seeks an Administrative Assistant for Travel and Human Resources to serve as a full-time, long-term personal services contractor based in Kathmandu.

#### **The Administrative Assistant for Travel and Human Resources will:**

1. Provide excellent travel support and logistics for Peace Corps Volunteers and staff for domestic and international travel including:
  - a. Ensure compliance with Peace Corps and U.S. Government travel regulations
  - b. Arrange official international and domestic travel for PC staff, Volunteers and Trainees, and official requests as necessary
  - c. Maintain a list of all upcoming travel, including details regarding dates, schedules, per diem and itineraries (Master Travel Schedule)
  - d. Provide support and logistics to TDY and Official visitors including preparation of welcome packets, hotel reservations, and transportation logistics.
2. Provide excellent Volunteer support including being a Customer Service representative to Volunteers; direct their inquiries to appropriate staff and assist Volunteers with completing administrative tasks
3. Provide administrative support for Peace Corps Human Resources Management including assisting the Financial Specialist with staff recruiting, advertisement placement/receipt of resumes and receipt of applications.

4. Provide general administrative support for the Peace Corps Office such as maintaining administrative file system – promptly and accurately files obligations, voucher and other financial documents.
5. Other related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education: Bachelor's degree in a relevant field or in lieu of a degree a minimum of 5 years of directly related experience

Prior Work Experience: Minimum 3 years' Administrative experience in a professional office with American or other international organizations.

Language Proficiency: Fluent in both English and Nepali (written and spoken).

Knowledge: International Development Work, Cross Cultural Awareness, Governmental and Non-Governmental Organizations Operations.

Skills and Abilities: Computer experience including Microsoft Office, Outlook and internet; proficiency on adding machines, good working knowledge of administrative procedures, filing, time management and organizational skills, good interpersonal skills and ability to take initiative and work with minimal supervision required. Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps and other relevant regulations required. Exhibits tact and diplomacy when interacting with vendors, contractors and Volunteers.

**DESIRED QUALIFICATIONS:** Knowledge of travel industry. Knowledge of US Government Travel regulations and policies. Experience with a Volunteer-sending organization or international NGO highly desired.

**TO APPLY:**

Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements and salary requirements by **email to: [nepaljobs@peacecorps.gov](mailto:nepaljobs@peacecorps.gov)**. Please list "Announcement Number: 15-007, AA-Travel/HR" in the subject line of the email. Applications may also be sent to Peace Corps, PO Box 15150, Kathmandu, Nepal. Only applications received by the deadline of Wednesday, August 5, 2015 at 5 PM will be considered.

*The United States Peace Corps is an Equal Opportunity Employer.*